

# FREEMAN

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freemanottawaES@freemanco.com

OTTAWA FALL  
HOME  
SHOW



SEPTEMBER 29-OCTOBER 2, 2016

FREEMAN quick facts

## **SERVICE INFORMATION**

### **BOOTH EQUIPMENT**

Each 10'x10' black draped booth will include an 8' high back wall and 8' high side walls. Show Management will provide dollies and forklifts during move-in and move-out.

Should you require forklift services in your booth, please complete the In-Booth Forklift Form in the service manual.

**Note: Our office will be closed August 1, 2016 for Ontario Civic Holiday & September 5, 2016 for Labour Day.**

### **EXHIBIT HALL CARPET**

The exhibit area is not carpeted; **however floor covering is mandatory for your booth.** To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Order Form in the service manual.

Aisles will be carpeted in Tuxedo & Red.

### **DISCOUNT PRICE DEADLINE DATE**

Take advantage of a 30% discount by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by **September 6, 2016.**

### **SPECIALTY FURNISHING**

The Specialty Furnishing items noted with the symbol (+) on the Furnishing Order Form must be submitted before **September 6, 2016.** Freeman cannot guarantee pricing and availability of these items after this deadline.

## **SHOW SCHEDULE**

### **EXHIBITOR MOVE-IN**

Tuesday, September 27, 2016	8:00am - 8:00pm
Wednesday, September 28, 2016	8:00am - 8:00pm*
Thursday, September 29, 2016	8:00am - 12:00pm - <b>Hand Carry Only**</b>

\*Forklifts are available until 6pm only on Wednesday

\*\*Forklifts are not available on Thursday

### **EXHIBIT HOURS**

Thursday, September 29, 2016	12:00pm - 9:00pm
Friday, September 30, 2016	12:00pm - 9:00pm
Saturday, October 1, 2016	10:00am - 7:00pm
Sunday, October 2, 2016	10:00am - 5:00pm

### **EXHIBITOR MOVE-OUT**

Sunday, October 2, 2016	6:00pm - 10:00pm
Monday, October 3, 2016	8:00am - 2:00pm

### **DISMANTLE AND MOVE-OUT INFORMATION**

- All exhibitor materials must be removed from the exhibit facility by **October 3, 2016 @ 2pm.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in with Freeman **September 25, 2016 @ 8pm and September 26, 2016 @ 10am.**

## **SERVICE CONTRACTOR CONTACTS/INFORMATION**

### **FREEMAN**

940 Belfast Road  
 Ottawa, Ontario K1G 4A2  
 Phone: (613) 748-7180 ext 234 Fax: (613) 748-5977  
 Email: [freemanottawaes@freemanco.com](mailto:freemanottawaes@freemanco.com)

### **IMPORTANT ELECTRICAL INFORMATION**

- By default, the power outlets will be located at the very back of your booth. If you indicate a specific location, using the online grid or email a floor plan, please note there will be an additional labour service charge applied to your order.
- As a friendly reminder - if you have a sign to hang from the ceiling, please be advised that standard hanging sign labour prices (an additional 30%) will apply if your hanging sign is not received at our warehouse, by **September 19, 2016**. SEE LABELS SUPPLIED INSIDE EXHIBITOR KIT which also lists the shipping address. Warehouse pre-shipping charges will be applicable.
- When ordering gas hook up, your order and Technical Standards & Safety Authority (TSSA) approval must be submitted 10 days prior to the exhibitor move-in date or your order will not be processed.
- For propane requirements please contact the EY Centre directly.

### **EY CENTRE SERVICE PROVIDERS**

This link will take you to all the service providers at the EY Centre:  
[eycentre.ca/facility/service-partners](http://eycentre.ca/facility/service-partners)

### **FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online by **September 6, 2016**.

Our Internet online ordering service, Freeman OnLine® is available for your convenience to order all Freeman services, view show schedule, or print order forms.

To place online orders you will be required to enter your unique Login ID and Password. To access Freeman OnLine® for **OTTAWA FALL HOME SHOW 2016** go to:

<http://www.freemanco.com/store/show/showInformation.jsp?showID=429499&nav=02>

Click on the "Login" link in the top right corner to proceed. **If this is your first time using Freeman Online® click on the "Login" link in the top right corner to create a new account.**

If you need assistance with Freeman OnLine® please call our Customer Support Center toll free at (888) 508-5054 for Canada & U.S. exhibitors or (512) 982-4186 for local and International exhibitors.

## **SHIPPING INFORMATION**

### **SHOW SITE SHIPPING ADDRESS:**

**OTTAWA FALL HOME SHOW 2016**  
 Exhibiting Company Name C/O Freeman  
 Booth # \_\_\_\_\_  
**EY Centre**  
**4899 Uplands Drive**  
 Ottawa, Ontario, Canada K1V 2N6

**Show Management will provide dollies and forklifts during move-in and move-out.** Shipments will be received at the exhibit facility beginning **September 27, 2016 @ 8am**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

**RESTRICTIONS**

Notice to Carriers : The Ottawa Airport Parkway is completely restricted to all commercial vehicles and will be subject to severe fines.

**BUILDING LOADING AREAS:**

Please note: the Loading areas for the building at the EY Centre are as follows:

8 Loading docks (7'11"H x 8'W)

Hall 3: Outside doors & inside roll up doors (15'11W X 13'11"H).

Exhibitors are not allowed to bring freight by the front doors of the building

**LABOUR INFORMATION**

Booth Installation and Dismantle: If utilizing Freeman labour, please refer to the Installation & Dismantle order form to place your order for display labour. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labour will need to pick up and release their labour at the Service Desk.

**PRIVACY POLICY**

Pursuant to the Personal Information Protection and Electronic Documents Act, Freeman has formalized its current practices into a privacy policy. A copy of our full privacy policy is available on request or by visiting our website at <http://www.freemanco.com/freemanco/freeman/privacy.jsp>

Freeman collects business information from its customers to enable us to perform contracted services. Only very infrequently will any identifiable personal information be collected. If any personal information is collected, Freeman will obtain consent at the time of the collection, disclosure and /or use. You then would have the right to access any of the information we have collected and withdraw your consent for the above at any time. If you have any questions or would like more information on our privacy policy, please contact us at (416) 252-3361, or you may contact our privacy officer at [barbara.baird@freemanco.com](mailto:barbara.baird@freemanco.com). If you would like to have your personal information removed from Freeman's database, please email [legal@freemanco.com](mailto:legal@freemanco.com) to request removal.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (613) 748-7180 ext 234. We can also be contacted via email at [freemanottawaes@freemanco.com](mailto:freemanottawaes@freemanco.com)

French order forms are available upon request.

**WE APPRECIATE YOUR BUSINESS.**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Ottawa Exhibitor Services at (613) 748-7180 or Freeman's Customer Support Center at (888) 508-5054 for Canada and U.S. exhibitors or (512) 982-4186 for local and International exhibitors.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Take advantage of a 30% discount by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by **September 6, 2016**.

#### **AVOID DELAY**

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

#### **SAFETY TIPS**

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for you booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

You are not allowed to ship Hazardous Materials. If you do so, you may be subject to fines or penalties for each offence.

Operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

#### **EXHIBITOR ASSISTANCE**

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ)

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)

Call Freeman's Exhibitor Services department at (613) 748-7180 ext 234 with any questions or needs you may have.



## Reducing Your Footprint

*Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.*

### Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

#### Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded.

#### Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

#### Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.



#### Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.



These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact [goinggreen@freemanco.com](mailto:goinggreen@freemanco.com)

## PAYMENT AND LABOUR

### YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOUR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN, OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOUR SECURED THROUGH FREEMAN.

#### DEFINITIONS

For purposes of this Contract, "FREEMAN" means Freeman Expositions, Inc. and Freeman Expositions, Ltd. and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

#### PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in Canadian funds and all checks must be in Canadian funds. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labour orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State or Province in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in TORONTO, ONTARIO upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account.

#### ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

#### LABOUR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

EXHIBITOR shall be responsible for the performance of labour provided under this section. It is the responsibility of EXHIBITOR to supervise labour secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, Provincial, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labour, and to return to the Service Desk to release labour when the work is completed.

#### INDEMNIFICATION:

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labour provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, Provincial, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labour provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

#### IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO EXHIBIT TRANSPORTATION'S "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO SERVICES PROVIDED BY EXHIBIT TRANSPORTATION BY FREEMAN. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

# MATERIAL HANDLING

## YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THIS MATERIAL HANDLING AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO FREEMAN'S WAREHOUSE OR TO AN EVENT SITE FOR WHICH FREEMAN IS THE OFFICIAL SHOW CONTRACTOR; OR
- AN ORDER FOR LABOUR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH THE FREEMAN COMPANIES.

### FREEMAN TERMS & CONDITIONS

**1. DEFINITIONS.** For purposes of this Contract, "FREEMAN" means Freeman

Expositions, Ltd. dba Freeman and its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

**2. PACKAGING AND CRATES.** FREEMAN shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, FREEMAN shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

**3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or its representative. All previous labels must be removed or obliterated. FREEMAN assumes no responsibility for:

- Error in the above procedures;
- Removal of containers with old empty labels and without FREEMAN labels; or
- Improper information on empty labels. FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

**4. INBOUND/OUTBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or its representative, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier, and during such times, your materials will be left unattended. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. FREEMAN highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to FREEMAN by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to FREEMAN and the actual count of such items in the booth at the time of pickup.

**5. DELIVERY TO THE CARRIER FOR RELOADING.** Freeman assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, shipper, or agent for transportation after the conclusion of the show. FREEMAN loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FREEMAN assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials that arises out of improperly loaded materials.

**6. DESIGNATED CARRIERS.** In order to expedite removal of materials from show site as required by Show Management and/or the facility, FREEMAN shall have the authority to change the EXHIBITOR designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall FREEMAN be responsible for any loss resulting from such rerouting designation.

**7. FREEMAN'S RESPONSIBILITIES.** FREEMAN shall be responsible only for those services which it directly provides. FREEMAN assumes no responsibility for any persons, parties, or other contracting firms not under FREEMAN'S direct supervision and control. FREEMAN'S performance hereunder is subject to, and FREEMAN shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond FREEMAN'S reasonable control, nor for ordinary wear and tear in the handling of materials.

**8. INSURANCE.** It is understood that FREEMAN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide FREEMAN with a release of subrogation to the extent of any insurance settlement received.

**9. CLAIM(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage must be submitted to FREEMAN immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from FREEMAN'S warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against FREEMAN more than one (1) year after the date of loss or damage occurred.

**a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, EXHIBITOR shall not be

entitled to and shall not withhold payment, or any partial payment, due FREEMAN for its services as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction and shall be resolved on their own merits.

**b. MAXIMUM RECOVERY.** If found liable for any loss, FREEMAN'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

**c. LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOSS PROFITS, LOSS OF USE, INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

**10. DECLARED VALUE.** Declarations of Declared Value are between the EXHIBITOR and the selected Carrier ONLY, and are in no way an extension of FREEMAN'S maximum liability stated herein. FREEMAN will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

**11. JURISDICTION/ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof. The parties hereby confirm their express wish that this contract and all documents relating thereto be drawn up in English only, but without prejudice to any such documents or instruments which may from time to time be drawn up in French only, or in both French and English. *Les parties aux présentes confirment leur volonté que le présent contrat de même que tous autres documents s'y rapportant soient rédigés en anglais seulement, mais sans préjudice cependant à tous tels documents qui pourront à l'occasion être rédigés en français seulement ou à la fois en français et en anglais.* Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

**12. INDEMNIFICATION.** EXHIBITOR agrees to indemnify and forever hold harmless FREEMAN and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following:

- EXHIBITOR'S negligent supervision of any labour secured through TFC, or the negligent supervision of such labour by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of TFC'S equipment;
- EXHIBITOR'S violation of Federal, Provincial, State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

**13. WAIVER & RELEASE.** EXHIBITOR, as a material part of the consideration to FREEMAN for material handling services, waives and releases all claims against FREEMAN with respect to all matters for which FREEMAN has disclaimed liability pursuant to the provisions of this Contract.

**14. SEVERABILITY.** If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.

# FREEMAN

940 Belfast Road  
Ottawa, Ontario K1G 4A2  
(613) 748-7180 • Fax: (613) 748-5977



DISCOUNT PRICE  
DEADLINE DATE  
SEPTEMBER 6, 2016

**INCLUDE THIS FORM  
WITH YOUR ORDER  
PLEASE USE BLACK INK**

NAME OF SHOW: **OTTAWA FALL HOME SHOW 2016**

---

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

---

ADDRESS: \_\_\_\_\_ BOOTH SIZE \_\_\_\_\_ X \_\_\_\_\_

---

CITY, PROVINCE/STATE, POSTAL/ZIP CODE: \_\_\_\_\_ CUSTOMER # \_\_\_\_\_

---

PHONE #: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

---

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

---

CONTACT'S E-MAIL \_\_\_\_\_

---

E-MAIL FOR INVOICE \_\_\_\_\_  CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

## METHOD OF PAYMENT

**BY SUBMITTING THIS FORM VIA FAX, POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL**  
The undersigned expressly consents to the digital processing and transmission of personal data which may be transmitted to the United States of America.

**COMPANY CHECK**

Please make cheque payable to: Freeman. Cheques must be in CAN. funds drawn on a Canadian Bank or U.S funds drawn on a U.S bank.  
**Please reference (429499) on your remittance.**  
**GST # R101889426**

**CREDIT CARD**

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

**BANK TRANSFER**

Please note that customers are responsible for any bank processing fees of \$15.00 CDN.

- Beneficiary Name: Freeman Expositions, Ltd.  
61 Browns Line, Toronto, Ontario, Canada M8W 3S2
- Bank Transfer to Royal Bank of Canada  
Bank # 003 - 200 Bay Street, Toronto, Ontario, Canada M5J 2J5  
Transit or Bank ID: 00002 - Freeman Account # 000021048693
- **Foreign Exhibitors wiring funds from Overseas should use:**  
Swift Code: ROYCCAT2
- **If sending USD use:**  
Intermediary Bank: JP Morgan Chase Manhattan, New York, NY  
Swift Code: CHASUS33 - ABA: 021000021
- IBAN Number: Canadian Banks do not carry IBAN numbers  
**Please reference Name of Show & Booth Number on all Bank Transfers so we properly credit your account.**

AMERICAN EXPRESS     MASTERCARD     VISA

**We do not accept credit card information by email.**

Account No.: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Personal Credit Card                       Company Credit Card

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City, Province/State, Postal/Zip Code: \_\_\_\_\_

## ENTER TOTALS HERE

FURNISHINGS	CARPET	PLANTS	RENTAL EXHIBITS	EXHIBIT ACCESSORIES	SIGNS & GRAPHICS	INSTALLATION LABOUR	DISMANTLE LABOUR
EXHIBIT TRANS/CUSTOMS	MATERIAL HANDLING	ELECTRICAL	HANGING SIGNS				GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.freemanco.com/store](http://www.freemanco.com/store).
- Orders received without payment or after the deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

**FREEMAN method of payment**



# FREEMAN

940 Belfast Road  
Ottawa, Ontario K1G 4A2  
(613) 748-7180 • Fax: (613) 748-5977



ALL PRICES ARE IN  
CANADIAN DOLLARS

NAME OF SHOW: OTTAWA FALL HOME SHOW 2016

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

## EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this services manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

**BY SUBMITTING THIS FORM VIA FAX, POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

**WE DO NOT ACCEPT CREDIT CARD INFORMATION BY EMAIL.**

**The undersigned expressly consents to the digital processing and transmission of personal data which may be transmitted to the United States of America.**

EXHIBITOR NAME: (PLEASE PRINT) \_\_\_\_\_

EXHIBITOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

EXHIBITING COMPANY ADDRESS: \_\_\_\_\_

CITY/PROVINCE/POSTAL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

EXT. \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT'S E-MAIL: \_\_\_\_\_

**Indicate which services are to be invoiced to the Third Party:**

- |   |   |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES       | <input type="checkbox"/> FREEMAN TRANSPORTATION & CUSTOMS |
| <input type="checkbox"/> I&D LABOUR/SUPERVISION     | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS    |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> FREEMAN ELECTRICAL               |
| <input type="checkbox"/> OTHER _____                |   |

## THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

THIRD PARTY ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EXT. \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT'S E-MAIL: \_\_\_\_\_

E-MAIL FOR INVOICE: \_\_\_\_\_

Invoices will be sent by e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

## THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS     MASTERCARD     VISA

CREDIT CARD ACCOUNT NO: \_\_\_\_\_

EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME (PLEASE PRINT): \_\_\_\_\_

CARD TYPE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

CARDHOLDER BILLING ADDRESS: \_\_\_\_\_

CITY/PROVINCE/POSTAL CODE: \_\_\_\_\_

JULY 2015 (429499)

FREEMAN third party authorization

# FREEMAN

940 Belfast Road  
 Ottawa, Ontario K1G 4A2  
 (613) 748-7180 • Fax: (613) 748-5977  
 freemanottawaES@freemanco.com



ALL ORDERS MUST BE PLACED WITH FREEMAN BY  
 SEPTEMBER 6, 2016  
 \*\*NO SHOW SITE ORDERS WILL BE PERMITTED\*\*

**INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER**

FREEMAN hardwall

NAME OF SHOW: OTTAWA FALL HOME SHOW

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

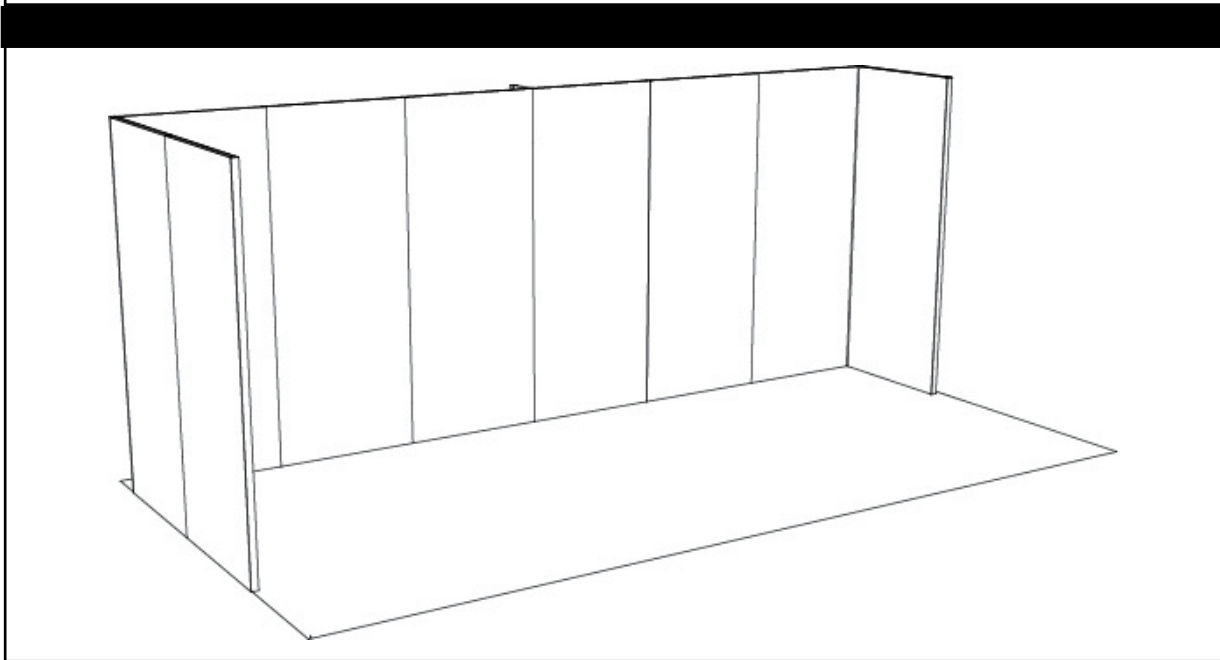
CONTACT NAME: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ PHONE# \_\_\_\_\_

For Assistance, please call **613-748-7180 ext 243** to speak to Jamie Holland or email [jamie.holland@freemanco.com](mailto:jamie.holland@freemanco.com)

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
_____	<b>Coroplast Walls</b> <b>(20 Ln Ft minimum order)</b> Includes: Installation, framing (8'H) & dismantle. Colour Options: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Grey	\$28.95 / Ln Ft	\$ _____
_____	Optional Upgrade: <b>Lights</b> (power not included)	\$44.00 / ea	\$ _____
	<b>Sub-Total</b>		\$ _____

Power is not included, please refer to the Electrical Order form in the service manual



**NOTE: Freeman cannot guarantee pricing and availability of these items after August 30, 2016.**

Special Notes or Instructions?:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL COST		
Sub-Total _____	+ 13% HST _____	= TOTAL _____

# FREEMAN

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(613) 748-7180 • Fax: (613) 748-5977  
freemanottawaES@freemanco.com



DISCOUNT PRICE  
DEADLINE DATE  
G9DH9A 69F \*\*, 2016

**INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **OTTAWA FALL HOME SHOW 2016**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

FURNISHINGS					
Qty	Part #	Description	Online Price	Discount Price	Standard Price
___	210108	Limerick Chair .....	31.00	34.10	43.40
___	210112	Black Casey Stool .....	59.00	64.90	82.60
___	210112	Grey Casey Stool .....	59.00	64.90	82.60
___	71090	Black Diamond Arm Chair .....	69.25	76.20	96.95
___	71089	Black Diamond Side Chair .....	59.00	64.90	82.60
___	71088	Black Diamond Stool .....	88.25	97.10	123.55
___	71045	Grey Gaslift Chair .....	54.25	59.70	75.95
___	71047	Grey Gaslift Stool .....	64.50	70.95	90.30

FURNISHINGS					
Qty	Part #	Description	Online Price	Discount Price	Standard Price
___	220107	Wastebasket.....	10.25	11.30	14.35
___	220110	Chrome Bag Rack.....	48.75	53.65	68.25
___	220118	Chrome Sign Holder.....	43.00	47.30	60.20
___	220134	Chrome Easel.....	25.00	27.50	35.00
___	220121	Chrome Stanchion Retractable	30.00	33.00	42.00

**Black Only**

___	75020	Display Cylinder/Low.....	89.00	97.90	124.60
___	75021	Display Cylinder/Medium.....	98.00	107.80	137.20
___	75022	Display Cylinder/High .....	104.50	114.95	146.30
___	75079	Orion Computer Kiosk .....	215.00	236.50	301.00
___	750135	Round Literature Rack.....	130.00	143.00	182.00
___	750136	Flat Literature Rack.....	95.00	104.50	133.00

+ SPECIALTY FURNISHINGS					
Qty	Part #	Description	Online Price	Discount Price	Standard Price
___	72028+	Slate Cocktail Table-Black.....	69.75	76.75	97.65
___	72029+	Slate End Table-Black .....	48.25	53.10	67.55
___	910217+	Barcelona Chair-White .....	308.50	339.35	431.90
___	910218+	Barcelona Chair-Red.....	308.50	339.35	431.90
___	8102+	Barcelona (Madrid) Chair(Blk)	308.50	339.35	431.90
___	81515+	Barcelona Ottoman-White... ..	170.50	187.55	238.70
___	81516+	Barcelona Ottoman-Red.....	170.50	187.55	238.70
___	81074+	Altura Exec. High Chair-Blk	128.75	141.65	180.25
___	910130+	Black Leather Banana Stool	96.00	105.60	134.40
___	920146+	30" Rd. Bistro Table -42"H.....	96.00	105.60	134.40
___	910201+	Citi Leather Chair-Black .....	237.00	260.70	331.80
___	930200+	Citi Leather Loveseat-Black.	336.50	370.15	471.10
___	910225+	Charcoal Fabric Chair .....	132.00	145.20	184.80
___	930225+	Charcoal Fabric Loveseat .....	197.00	216.70	275.80
___	995905+	Black Leather Tub Chair.....	111.25	122.40	155.75
___	920205+	Brown Conference Table 3'x6'	195.00	214.50	273.00
___	72092	+ Milano Conference Table.....	195.00	214.50	273.00

**NOTE:** Tables are 24" wide

**Table Drape:**  Blue  Gold  Grey  Black  Red  
 White  Dark Green

**DRAPED**

___	124430	4' Draped Table/30"H* .....	58.50	64.35	81.90
___	124630	6' Draped Table/30"H* .....	69.50	76.45	97.30
___	124830	8' Draped Table/30"H* .....	80.50	88.55	112.70
___	12404630	4th Side Draping-6' X 30"H*	31.00	34.10	43.40
___	12404830	4th Side Draping-8' X 30"H*	31.00	34.10	43.40
___	124442	4' Draped Table/42"H* .....	82.50	90.75	115.50
___	124642	6' Draped Table/42"H* .....	93.00	102.30	130.20
___	124842	8' Draped Table/42"H* .....	103.50	113.85	144.90
___	12404642	4th Side Drape-6' x 42"H* .....	43.00	47.30	60.20
___	12404842	4th Side Drape-8' x 42"H* .....	43.00	47.30	60.20

**UNDRAPED**

___	125430	4' Undraped Table/30"H.....	33.75	37.15	47.25
___	125630	6' Undraped Table/30"H.....	44.25	48.70	61.95
___	125830	8' Undraped Table/30"H.....	54.75	60.25	76.65
___	125442	4' Undraped Table/42"H.....	60.25	66.30	84.35
___	125642	6' Undraped Table/42"H.....	65.50	72.05	91.70
___	125842	8' Undraped Table/42"H.....	69.75	76.75	97.65

Soho Tables (Black Only):

___	72067	Soho Cafe Table 30"Hx36"D..	94.00	103.40	131.60
___	72068	Soho Bistro Table 42"Hx36"D	105.50	116.05	147.70
___	72069	Soho Cafe Table 30"Hx24"D..	94.00	103.40	131.60
___	72070	Soho Bistro Table 42"Hx24"D	105.50	116.05	147.70

**Special Drape:**  Blue  Gold  Grey  Black  Red  
 White  Dark Green

___	12103	Special Drape- 3'High-per ft* ...	5.00	5.50	7.00
___	12108	Special Drape- 8'High-per ft* ...	6.00	6.60	8.40
___	121012	Special Drape-12' High-per ft*.	9.50	10.45	13.30

**\*Remember to select a colour for items with (\*).**  
**A colour will be selected for you if not indicated.**

FREEMAN specialty furnishing

Take advantage of the Online price  
by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store)  
before **SEPTEMBER 6, 2016**

+The Specialty Furnishing items noted above with the symbol (+) must be submitted before **September 6, 2016**. Freeman cannot guarantee pricing and availability of these items after this deadline.

FURNISHING TOTAL		
Subtotal	+	=
	13% HST	Total

# FREEMAN

940 Belfast Road  
 Ottawa, ON K1G 4A2  
 Ph: 613-748-7180 • Fax: 613-748-5977  
 freemanottawaES@freemanco.com



**DISCOUNT PRICE  
 DEADLINE DATE  
 AUGUST 30, 2016**

**INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: OTTAWA FALL HOME SHOW 2016

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

PLANTS				
Qty	Part #	Description	Discount Price	Standard Price Total
<b>Tropical</b>				
_____	42105	Table Size Plant.....	42.00	58.80
_____	42106	Boston Fern.....	36.50	51.10
_____	42108	Indoor Tree 7'-9' Tall.....	121.75	170.45
_____	421071	Floor Plant 6'-7' Marginata ....	91.50	128.10
_____	421072	Floor Plant 6'-7' Benjamina ...	91.50	128.10
_____	421073	Floor Plant 6'-7' Areca .....	91.50	128.10
_____	421074	Floor Plant 6'-7' Schefflera ....	91.50	128.10
_____	4210100	Planter Box/per sq. ft. Please call for quote		
_____	4210111	Floor Plant 3'-4' Marginata ...	55.25	77.35
_____	4210112	Floor Plant 3'-4' Benjamina..	55.25	77.35
_____	4210113	Floor Plant 3'-4' Areca.....	55.25	77.35
_____	4210114	Floor Plant 3'-4' Schefflera..	55.25	77.35
_____	4210200	Hanging Plant.....	47.00	65.80
<b>Floral</b>				
_____	4220300	Small Vase Arrangement.....	78.00	109.20
_____	4220400	Fresh Cut Flowers .....	82.00	114.80
_____	4220500	Large Vase Arrangement.....	125.00	175.00
_____	4280999	Special Arrangements Please call for quote		
<b>TOTAL</b>				
		+ _____ = _____		
Subtotal	13% HST	Total		



**ARECA**  
 Floor Plant 6'-7' Tall  
 Floor Plant 3'-4' Tall



**BENJAMINA**  
 Floor Plant 6'-7' Tall  
 Floor Plant 3'-4' Tall



**MARGINATA**  
 Floor Plant 6'-7' Tall  
 Floor Plant 3'-4' Tall



**SCHEFFLERA**  
 Floor Plant 6'-7' Tall  
 Floor Plant 3'-4' Tall

**FREEMAN plants**

# FREEMAN

940, Belfast Road  
 Ottawa, Ontario K1G 4A2  
 Ph: 613-748-7180 • Fax:613-748-5977  
 FreemanottawaES@freemanco.com



DISCOUNT PRICE  
 DEADLINE DATE  
**SEPTEMBER 6, 2016**

**INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **OTTAWA FALL HOME SHOW 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

- For FREE samples or a quote on **orders over 1200 sq. ft.**, please call our Exhibitor Sales Department at 613-748-7180.
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- **Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**
- All Classic and Prestige carpets contain recycled content and are recyclable.

**CLASSIC CARPET - includes delivery, material handling, installation and removal \*\***

- Our 16 oz. Classic Carpeting is available in four standard colors in the following standard sizes.

**CHOOSE YOUR CARPET COLOR:**

Black  Grey  Blue  Red

Qty	Description	Online Price	Discount	Standard	Total
_____	10' x 10' Classic Carpet .....	<b>\$ 157.50</b>	<b>\$ 173.25</b>	<b>\$ 220.50</b>	\$ _____
_____	10' x 20' Classic Carpet .....	<b>\$ 302.50</b>	<b>\$ 332.75</b>	<b>\$ 423.50</b>	\$ _____

**CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, material handling, installation and removal \*\***

- Our Custom Cut Classic Carpeting is available in custom cut sizes, and in four standard colors.

**CHOOSE YOUR CARPET COLOR:**

Black  Grey  Blue  Red

**16 oz. Rental** - Price per sq. ft. (100 sq. ft. minimum)

Per sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	Online Price	Discount	Standard	Total
		<b>\$ 1.90</b>	<b>\$ 2.10</b>	<b>\$ 2.65</b>	\$ _____

**CARPET PADDING AND PLASTIC COVERING - includes delivery, material handling, installation and removal**

Qty	Description	Online Price	Discount	Standard	Total
_____	10' x 10' Carpet Padding.....	<b>\$100.00</b>	<b>\$110.00</b>	<b>\$140.00</b>	\$ _____
_____	10' x 20' Carpet Padding.....	<b>\$200.00</b>	<b>\$220.00</b>	<b>\$280.00</b>	\$ _____
_____	10' x 30' Carpet Padding.....	<b>\$300.00</b>	<b>\$330.00</b>	<b>\$420.00</b>	\$ _____
_____	10' x 40' Carpet Padding.....	<b>\$400.00</b>	<b>\$440.00</b>	<b>\$560.00</b>	\$ _____
_____	Plastic Covering (per sq ft) .....	<b>\$ 0.50</b>	<b>\$ 0.55</b>	<b>\$ 0.70</b>	\$ _____

Our carpet padding consists of 95-100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

TOTAL COST		
Sub-Total _____	+ 13% HST _____	= TOTAL _____

**\*\*All Utility lines must be installed before carpet installation. Utilities should be ordered in advance.\*\***

FREEMAN classic carpet

Take advantage of the Online price  
 by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store)  
 before **SEPTEMBER 6, 2016**

**INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: OTTAWA FALL HOME SHOW 2016

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

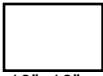
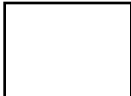

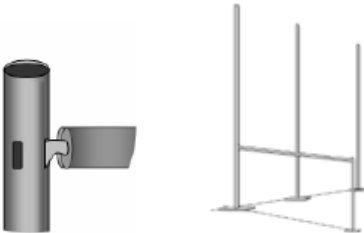


CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 613-748-7180 to speak with one of our experts.

**For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)**

**FREEMAN drape & metal**

<p><b>BASES</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>10"x10"</p> </div> <div style="text-align: center;">  <p>15"x15"</p> </div> </div>	<p><b>POSTS</b></p> 
<p><b>TOP RODS</b></p> 	<p><b>DRAPE</b></p> <div style="display: flex; justify-content: space-around;">   </div> <p>8' high back wall with 8' high side walls      8' high back wall with 3' high side walls              **table and chairs not included</p>

Qty	Part #	Description	Online Price	Discount Price	Standard Price
<b>Post with Base:</b>					
_____	13803	3' H Post With Base.....	19.00	20.90	26.60
_____	13808	8' H Post With Base .....	19.00	20.90	26.60
_____	138012	12' H Post with Base.....	21.00	23.10	29.40
<b>Steel Bases Only:</b>					
_____	131083	10"x10" Base Plate.....	7.50	8.25	10.50
_____	131086	15"x15" Base Plate.....	7.50	8.25	10.50
<b>Steel Top Rods (1 1/4" diameter) Only:</b>					
_____	133010	10' L Solid Top Rod.....	15.75	17.35	22.05
_____	133035	3'-5' L Adj. Top Rod.....	15.75	17.35	22.05
_____	1330611	6'-11' L Adj. Top Rod.....	15.75	17.35	22.05
<b>Steel Posts Only:</b>					
_____	13203	3' H Post.....	11.50	12.65	16.10
_____	13206	6' H Post.....	11.50	12.65	16.10
_____	13208	8' H Post.....	11.50	12.65	16.10
_____	13201018	10'-16' H Adj. Post.....	21.00	23.10	29.40

Qty	Part #	Description	Online Price	Discount Price	Standard Price
<b>Special Drape:</b> <input type="checkbox"/> Blue <input type="checkbox"/> Gold <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Dark Green					
_____	12103	Special Drape 3'H per Lnft....	5.00	5.50	7.00
_____	12108	Special Drape 8'H per Lnft....	6.00	6.60	8.40
_____	121012	Special Drape 12'H per Lnft*	9.50	10.45	13.30
<b>PLEASE SPECIFY THE FOLLOWING:</b>					
<b>BOOTH DIMENSION:</b>					
_____ ft wide + _____ ft long = _____ total Linear feet					
<b>DRAPE SELECTION: (circle one)</b>					
option A - 8ft high back & side walls					
option B - 8ft high back wall & 3ft high side walls					
option C - other please specify _____					
* 1)12'H Drape is only available in Blue, Black, and White.					
2)The metal is supplied with all drape orders.					

<b>TOTAL COST</b>		
Subtotal	+	=
_____	_____	_____
_____	13% HST	Total
_____		_____

Take advantage of the Online price by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) before **SEPTEMBER 6, 2016**

# FREEMAN

940 Belfast Road  
 Ottawa, Ontario K1G 4A2  
 (613) 748-7180 • Fax: (613) 748-5977  
 freemanottawaES@freemanco.com



DISCOUNT PRICE  
 DEADLINE DATE  
**SEPTEMBER 6, 2016**

**INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: OTTAWA FALL HOME SHOW 2016

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_


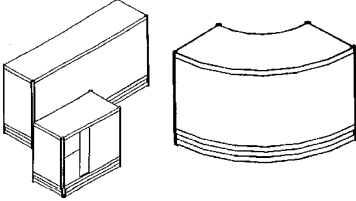
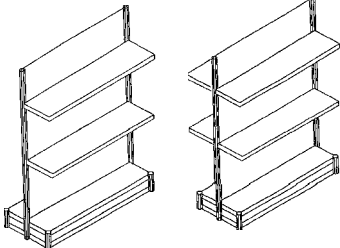

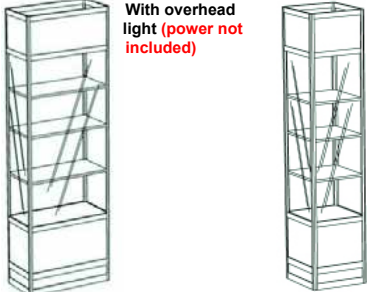
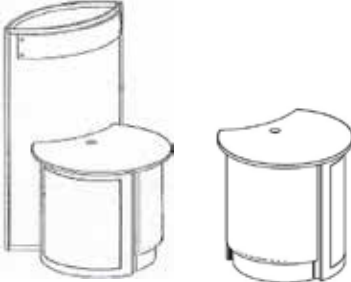
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## ACCESSORIES FOR RENTAL UNITS

<b>SLATWALL</b> 	<b>CABINETS</b> 	<b>GONDOLAS</b> 
<b>JEWELLERS SHOWCASE</b>  1M x 1/2M x 42"H	<b>SCHADEBO SHOWCASE TOWER</b> With overhead light (power not included)  40"W x 16"D x 79"H	<b>DREAM FORCE COUNTERS</b>  30"W x 8'H      41"W x 41.5"H

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>CABINETS &amp; LOCKS</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" H.....	190.25	266.35	___
___	17306	1M x 1/2M x 42" H.....	207.50	290.50	___
___	17308	2M x 1/2M x 36" H.....	244.75	342.65	___
___	17309	2M x 1/2M x 42" H.....	269.25	376.95	___
___	173010	1M Radius x 1/2M x 36" H.....	207.75	290.85	___
___	173011	1M Radius x 1/2M x 42" H.....	218.00	305.20	___
___	17301	Cabinet Lock .....	20.00	28.00	___
<b>SHOWCASE -Grey PVC only</b>					
___	1755800	Schadebo Showcase 40"W.....	298.00	417.20	___
___	1755801	Schadebo Showcase 24"W.....	198.00	277.20	___
___	17551206	Jewellers Showcase .....	178.00	249.20	___
___	17809008	Dream Force Counter .....	250.00	350.00	___
___	17809009	Dream Force Counter w/backdrop	350.00	490.00	___

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>WALL PANELS</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC					
___	173521	1M x 8' H.....	165.00	231.00	___
___	173525	1/2M x 8' H.....	82.50	115.50	___
<b>SLATWALLS - MAPLE ONLY</b>					
___	1736100	1M x 8' H.....	85.00	119.00	___
<b>GONDOLAS</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' H.....	143.75	201.25	___
___	174581	Single Sided 1M x 8' H.....	222.00	310.80	___
___	174542	Double Sided 1M x 4' H.....	200.75	281.05	___
___	174582	Double Sided 1M x 8' H.....	280.00	392.00	___
<b>TOTAL COST</b>					
Subtotal		+	13% HST	=	Total

FREEMAN exhibit accessories

# FREEMAN

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DISCOUNT PRICE  
 DEADLINE DATE  
**SEPTEMBER 6, 2016**

**INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: OTTAWA FALL HOME SHOW 2016

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For assistance, please call 613-748-7180 to speak with one of our experts.

**For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)**

All exhibits include: installation/dismantle and material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), energized and labour to hang arm lights.

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	Total
Package 1	<input type="checkbox"/> 10' x 10'	985.00	1379.00	<input type="checkbox"/> 10' x 20'	1449.00	2028.60	_____
Package 2	<input type="checkbox"/> 10' x 10'	742.50	1039.50	<input type="checkbox"/> 10' x 20'	1206.00	1688.40	_____
Package 3	<input type="checkbox"/> 10' x 10'	922.50	1291.50	<input type="checkbox"/> 10' x 20'	1476.00	2066.40	_____
Package 4	<input type="checkbox"/> 10' x 10'	967.50	1354.50	<input type="checkbox"/> 10' x 20'	1566.00	2192.40	_____
Package 5	<input type="checkbox"/> 10' x 10'	742.50	1039.50	<input type="checkbox"/> 10' x 20'	1206.00	1688.40	_____
Package 6	<input type="checkbox"/> 10' x 10'	832.50	1165.50	<input type="checkbox"/> 10' x 20'	1296.00	1814.40	_____

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Orders cancelled after production begins are subject to a 100% Cancellation Charge.

## CHOOSE YOUR PANEL

Blue Fabric     Gray Fabric     Black Fabric     White Hardwall

## CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibits. The following colours are available:

### Check colour choice

Black     Blue     Red     Gray

You may want to add padding or upgrade your carpet to one of our 15 designer colours in our PRESTIGE carpet line, now available in 28 oz. weight. Refer to our enclosed Carpet order form for colour selections and pricing.

## LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit). 4 arm lights (per 20' unit).

Note: Energized and labour to hang the lights are included in our standard rental exhibit package price.

\*Power must be ordered separately for additional requirements.

## HEADER IDENTIFICATION SIGN

Indicate which colour lettering you would like. We have a wide variety of standard colours available:

Black     Blue     Brown     Burgundy     PMS Colour \_\_\_\_\_  
 Red     Teal     White     Dark Green     Font Type \_\_\_\_\_

\*Unless font type is indicated, Helvetica will be used.

Indicate exactly how you want your company name to appear:

## ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

Slatwall & Shelves     Cabinets & Counters     Specialty Coloured Metal     Recyclable Graphics  
 Coloured Panels     Creating a Custom Exhibit     Graphics & Custom Logo     White Eco-Board

## TOTAL COST

Sub-Total \_\_\_\_\_ + 13% HST \_\_\_\_\_ = TOTAL \_\_\_\_\_

FREEMAN rental exhibits





# RENTAL exhibits



Package 1

#171010



Package 1 upgraded with graphics and cabinet



Package 2

#171020



Package 2 upgraded with graphics and cabinet



Package 3

#171030



Package 3 upgraded with graphics and cabinet



Package 4

#171040



Package 4 upgraded with graphics and cabinet



Package 5

#171050



Package 5 upgraded with graphics and cabinet



Package 6

#171060



Package 6 upgraded with graphics and cabinet

Power and labour to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 watts

**Questions?** All packages can be customized or modified, depending on your specific requirements. To speak to a rental exhibit specialist, or for custom components, call the number listed on Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com).

### Carpet Color Options - Classic Carpet



gray



blue



black

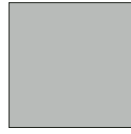


red

### Color Options - Fabric and Hardwall Panels



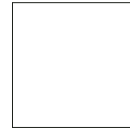
blue fabric



gray fabric



black fabric



white hardwall

### Upgraded Carpet Color Options - Prestige Carpet



\*navy



\*black



\*grey pearl



white



wedgewood



toast



sea breeze



pine



cabernet



cream



cardinal



charcoal

\* Available inhouse. All other colours require 45 days notice. Orders received after 45 days will not be guaranteed.

### Questions?

All packages can be customized or modified. To speak to a rental exhibit specialist call the number listed on Quick Facts. For additional custom examples click on the link below.

### Upgrades available



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Colored Panels

### To view additional custom designs



[www.freemanco.com/customexhibits](http://www.freemanco.com/customexhibits)

### CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. The purpose is to assist you in the process of creating files that are acceptable for production. If you are sending finished print ready files, please pass this information along to your graphic designer or art department. Please use the acceptable software and file types listed below. Make certain to follow the resolution guide to help make your image quality ideal for viewing. Also, accurate color matching can be realized if you follow the color guidelines. Adhering to these guidelines will greatly enhance the accuracy of your artwork for production.

#### Please Provide the Following When Submitting Artwork

##### RASTER ART (photos, logos containing any continuous tone images):

- Art Submitted at 1:1 (100%), resolution should be no less than 60dpi (100dpi preferred)
- Art Submitted at 2:1 (50%), resolution should be no less than 120dpi (200dpi preferred)
- Art Submitted at 4:1 (25%), resolution should be no less than 240dpi (400dpi preferred)

##### VECTOR ART:

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

##### FONTS and LINKS:

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

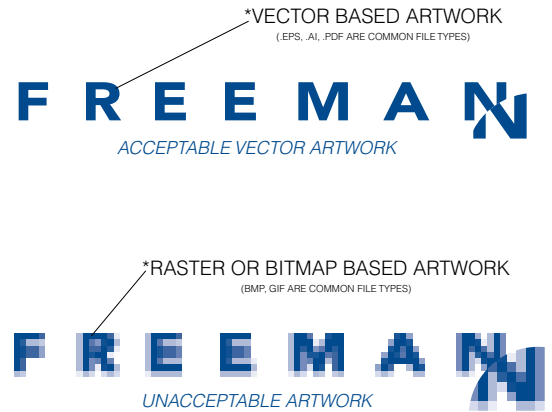
##### COLOR (when color match is required follow these requirements):

- If PMS color matching is required, please use original Pantone®+ Solid Coated® swatches in your artwork. Modifying Pantone® names will result in printing default color (CMYK).
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC profile information used to print your samples. Best option would be to include our ICC chart on your prints. To obtain the file, please contact memo.nuhbegovic@freemanco.com

##### ARTWORK IN THE STRUCTURE

- Please note that any panels going in the metal frame will hide 1/4 " of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

#### ARTWORK EXAMPLE



#### Acceptable Software



Freeman prefers Adobe Creative Suite software (PC or Mac).

##### Please always provide:

- **Native files with fonts and links** (zipped)
- **High-res PDF-X/4 exports of the files.**

If you are an Illustrator CC user: "Packaging" feature is highly recommended. For all other versions of Adobe AI (CS6, CS5... etc) please embed linked images and convert fonts to outlines. InDesign files should always be Packaged.

#### Acceptable File Types and Support Files

##### NATIVE FILES:

- **AI CLOUD (CC) file** with Packaged supporting links and fonts. You may keep images linked for faster file opening, but Packaging feature must be used.
- **AI (CS6, CS5, CS4...)** file with embedded links and outlined fonts
- **EPS file** with embedded links and outlined fonts
- **INDD file** with Packaged supporting links and fonts

##### PRINT FILES:

- **High-res PDFX/4** (preferred)
- **AI with PDF content** (choose this option when saving file)
- **EPS files** with embedded links and outlined fonts

##### RASTER OR BITMAP ART:

- **Photoshop EPS** (Preferred, use 8-bit preview, Max. Quality JPG compression)
- **PSD** (make sure font layers are rasterized)
- **TIFF, JPG** (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

#### Verifying resolution on a screen

Adjust zoom till this page measures 8.5" in width. Observe images from different distances. We noticed that from a few feet away anything above 60dpi looks acceptable!



#### Ways to Submit Final Artwork

- Files below 10MB can be delivered via email.
- Larger files can be sent via disc or uploaded to the Freeman FTP site: <ftp://ftp.myfreeman.com/> userid: **freeman** password: **ask for current one**

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DISCOUNT PRICE  
DEADLINE DATE  
**SEPTEMBER 6, 2016**

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: OTTAWA FALL HOME SHOW 2016

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

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## GRAPHICS AND SIGNS

To order your graphics, complete this order form and attach your sign copy or electronic file.  
Please see guidelines for electronic files on the reverse side of this form.

### DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-colour, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq. ft.  
sq. ft. \_\_\_\_\_ x \$19.00 = \$ \_\_\_\_\_

- \$19.00 per sq. ft. (standard price \$28.50)
- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or colour correcting may incur additional labour charges. (See reverse side for graphic guidelines.)

### LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

#### File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

PMS Colours \_\_\_\_\_

#### Backing Material:

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| Foamcore <input type="checkbox"/>    | Masonite <input type="checkbox"/>  |
| PVC <input type="checkbox"/>         | Plexi <input type="checkbox"/>     |
| Gatorfoam <input type="checkbox"/>   | Eco-Board <input type="checkbox"/> |
| Ultra-Board <input type="checkbox"/> | Other <input type="checkbox"/>     |

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical       Horizontal       Use Your Judgment For Sign Layout

Special Instructions \_\_\_\_\_

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	_____ @	\$34.00	\$51.00 = \$	_____
7" x 22"	_____ @	\$39.25	\$58.90 = \$	_____
7" x 44"	_____ @	\$57.25	\$85.90 = \$	_____
9" x 44"	_____ @	\$62.50	\$93.75 = \$	_____
11" x 14"	_____ @	\$41.75	\$62.65 = \$	_____
14" x 22"	_____ @	\$70.25	\$105.40 = \$	_____
14" x 44"	_____ @	\$80.75	\$121.15 = \$	_____
22" x 28"	_____ @	\$80.75	\$121.15 = \$	_____
28" x 44"	_____ @	\$158.75	\$238.15 = \$	_____
20" x 60" (white only)	_____ @	\$156.25	\$234.40 = \$	_____
40" x 60" (white only)	_____ @	\$309.75	\$464.65 = \$	_____

Note: File conversion, retouching, cloning or colour correcting may incur additional labour charges. (See page 2 for graphic guidelines.)

#### INDICATE YOUR SIGN COPY HERE:

- Please feel free to attach additional sign copy on separate page.

Vertical       Horizontal       Use Your Judgment For Sign Layout

Background Colour: \_\_\_\_\_

Lettering Colour: \_\_\_\_\_

#### TOTAL COST

Subtotal + 13% HST = Total

FREEMAN graphics & signs

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E-MAIL ADDRESS \_\_\_\_\_

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## DISPLAY LABOUR (One Hour Minimum per Worker)

Description	Advanced	Show Site
<b>Straight Time-</b> 8:00 A.M. to 4:00 P.M. Monday through Friday.....	\$ 59.00	82.75
<b>Overtime-</b> 6:00 A.M. to 8:00 A.M. and 4:00 P.M. to 12:00 Midnight Monday through Friday		
6:00 A.M. to 12:00 Midnight Saturday and Sunday.....	\$ 88.50	124.00
<b>Double Time-</b> 12:00 Midnight to 6:00 A.M. and recognized holidays .....	\$ 118.00	165.50

- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- Supervisor must check in at the Service Desk to pick up labour.
- One hour minimum per person - labour thereafter is charged in half (1/2) hour increments.
- Labour must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labour, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

## INSTALLATION LABOUR

- Freeman Supervised Labour - Please complete page 2 of this form.**
- Installation of your exhibit will be completed at our discretion prior to show opening.
  - The charge for this service is 30% of the total installation labour bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- Exhibitor Supervised Labour (Supervisor must check in at Service Desk to pick up labour)**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____ @ \$ _____ = \$ _____		
_____	_____	_____ x	_____ =	_____ @ \$ _____ = \$ _____		
_____	_____	_____ x	_____ =	_____ @ \$ _____ = \$ _____		
Freeman Supervision (30%/\$45.00) = \$ _____						
13% HST = \$ _____						
Total Installation = \$ _____						

## DISMANTLE LABOUR

- Freeman Supervised Labour - Please complete page 2 of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
  - The charge for this service is 30% of the total dismantle labour bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- Exhibitor Supervised Labour (Supervisor must check in at Service Desk to pick up labour)**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____ @ \$ _____ = \$ _____		
_____	_____	_____ x	_____ =	_____ @ \$ _____ = \$ _____		
_____	_____	_____ x	_____ =	_____ @ \$ _____ = \$ _____		
Freeman Supervision (30%/\$45.00) = \$ _____						
13% HST = \$ _____						
Total Dismantle = \$ _____						

FREEMAN installation & dismantle

NAME OF SHOW: OTTAWA FALL HOME SHOW 2016

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_

**FREEMAN SUPERVISED LABOUR**

***IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.***

**INBOUND SHIPPING & SET UP INFORMATION**

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total No. of: \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

Setup Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: \_\_\_\_\_ Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

SHIP TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**METHOD OF SHIPMENT**

Freeman Exhibit Transportation:

- Common Carrier
- Air Freight       Next Day       2nd Day       Deferred       Expedited

Other (list carrier name & phone number):

- Other Common Carrier: \_\_\_\_\_
- Other Air Freight: \_\_\_\_\_
- Van Line: \_\_\_\_\_

**FREIGHT CHARGES**

- Prepaid       Collect

Bill To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In the event your selected carrier fails to show on final move-out day, please select one of the following options:**

- Reroute via Freeman's choice
- Deliver back to Freeman warehouse at Exhibitor's expense.

**PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.**

**FREEMAN installation & dismantle**

# FREEMAN

940 Belfast Road  
 Ottawa, Ontario K1G 4A2  
 (613) 748-7180 • Fax: (613) 748-5977  
 freemanottawaES@freemanco.com



**INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **OTTAWA FALL HOME SHOW 2016**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## FORKLIFT

- Straight Time** - 8:00 A.M. to 4:00 P.M. Monday through Friday  
**Overtime** - 6:00 A.M. to 8:00 A.M. and 4:00 P.M. to 12:00 Midnight Monday through Friday  
 6:00 A.M. to 12:00 Midnight Saturday and Sunday  
**Double Time** - 12:00 Midnight to 6:00 A.M. and recognized holidays

- Start time guaranteed only at start of working day
- One hour minimum - labour thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pickup labour
- When scheduling dismantle labour, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advanced	Show Site
<b>FORKLIFT LABOUR - Installation</b>			
30401	Forklift w/operator - up to 5,000 lbs - ST.....	\$150.00	\$210.00
30402	Forklift w/operator - up to 5,000 lbs - OT.....	\$179.50	\$251.50
30403	Forklift w/operator - up to 5,000 lbs - DT.....	\$209.00	\$292.75
<b>FORKLIFT LABOUR - Dismantle</b>			
31401	Forklift w/operator - up to 5,000 lbs - ST.....	\$150.00	\$210.00
31402	Forklift w/operator - up to 5,000 lbs - OT.....	\$179.50	\$251.50
31403	Forklift w/operator - up to 5,000 lbs - DT.....	\$209.00	\$292.75

### INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Subtotal	
_____							13% HST	
_____							<b>Total</b>	

### DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Subtotal	
_____							13% HST	
_____							<b>Total</b>	

FREEMAN forklift



# ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

## How do I know how much power I need?

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at its location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

## Do I need to order labour?

As the official service contractor, electrical installations must be performed by Freeman union labour. Labour is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labour orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labour for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labour order form for further details, rules and regulations.

## What is an electrical layout and why do I need one?

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

## Is the price for power per day?

Outlet or connection prices are typically for an entire show.

## What is 24 hour power?

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

## Where does the power come from?

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

## Where will my power be located?

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

## What if I need power at another location besides the rear of my booth? What if I have multiple power locations?

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

## How many places will I have to plug in? How many things can I plug in?

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 1500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 1500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 1100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only cannot accommodate power strips and require labour for installation.

### **Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)**

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labour is required to lay the cords.)
- All power strips must have circuit protection.

### **Can I run my extension cords under the carpet myself?**

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

### **Will my floor work be completed before I arrive?**

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labour and material charges apply.

### **When will my power be turned on?**

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

### **Do I need lighting?**

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

### **Can I hang my own lights?**

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labour. Typically, exhibitors themselves can hang up to 7 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labour is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

### **Do I need to order power for my lighting?**

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labour may be required to hang the lights.

### **Do I need to order labour to plug in my lights or equipment?**

Most 120 volt connections do not require labour. Exhibitors are welcome to plug in their own standard office devices. Labour is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

### **How can I save money and frustration when ordering electrical services?**

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labour, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labour is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labour, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

### **Additional questions?**

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to [www.freemanco.com/store](http://www.freemanco.com/store).



## ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

### 1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

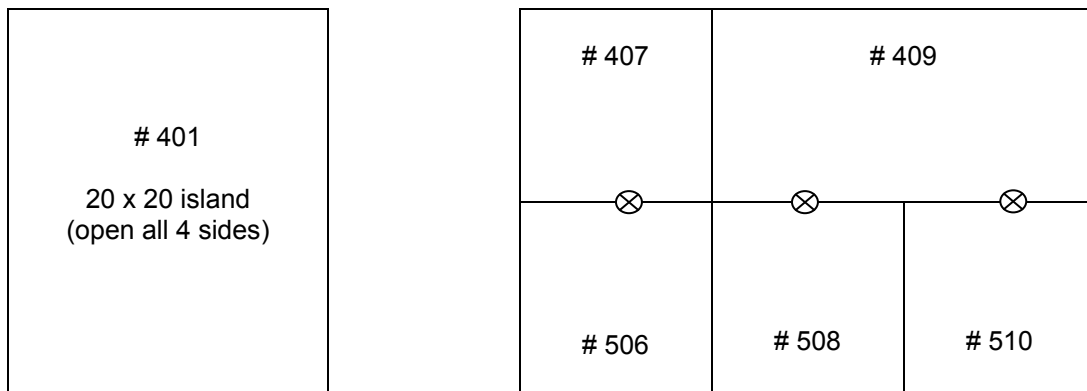
### 2. Location and load of all outlets.

Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

### 3. Booth orientation.

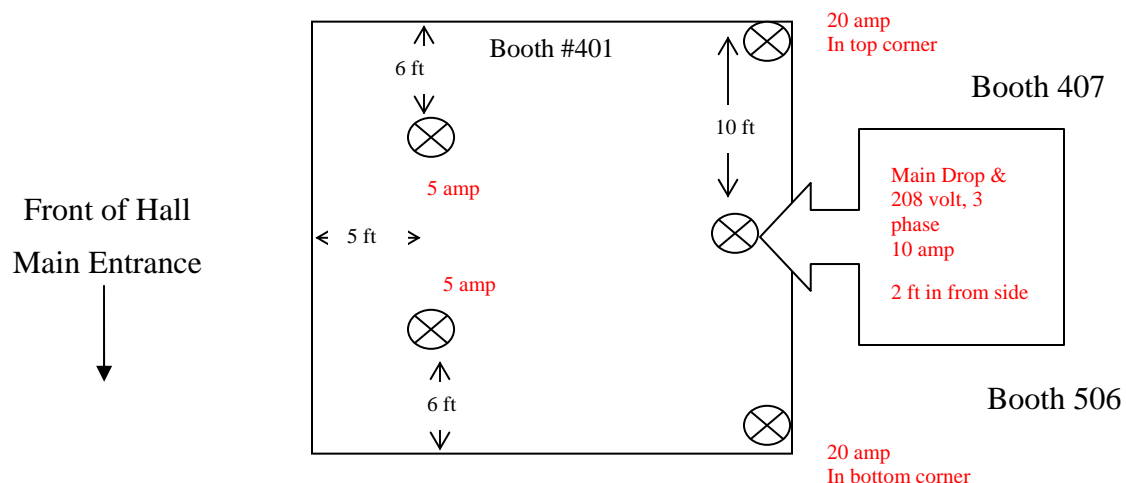
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



# F R E E M A N

## ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts),  
5 - 100 watt light bulbs = (5x100 = 500 watts)

Please feel free to contact our electrical specialists at [FreemanES@freemanco.com](mailto:FreemanES@freemanco.com) with any additional questions.

	WATTAGE		WATTAGE
Blender	475-1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700-1100
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Cash Register	100-200	Juicer - Double	1000
Coffee Pot - Household Size	600-1200	Laminator	2000
Coffee Pot - Large Brewer	1500-2000	Lights with Freeman Rental Booths	200 each
Computer - Monitor (independent)	120-200	Meat Slicer	500-1000
Computer - Desktop (monitor & CPU)	200-900	Microwave Oven	500-2000
Computer - Laptop	100-300	Mixer	500-1000
Computer Printer - Dot Matrix	100-500	Photocopier	dependent upon size - may require 208 volt
Computer Printer - Laser	400-1000	Pizza Oven (small)	30amp/120 volt Special Connection
Crock Pot	200-1000	Popcorn Maker	2000
DVD Player	50-100	Projector (dependent upon size)	1000
Electric Frying Pan	1200-2000	Refrigerator - Small	400
Fax Machine	1000	Refrigerator - Full Size	750
Flat Screen TV - 32" to 50"	1000	Sewing Machine	1000
Food Processor	500-2000	Steamer	2000
Glue Gun	300	Stereo (amplifier)	100-500
Griddle	1500-2000	Television	100-500
Hair Dryer	1000-2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Heater (portable)	1500-2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Hot Plate Double	1500-2000	Water Cooler - Cold Water	1000
Hot Water Heater	30amp/208 volt/Single Phase	Water Cooler - Hot/Cold Water	2000

# FREEMAN

940 Belfast Road  
Ottawa, Ontario, Canada K1G 4A2  
Ph: (613) 748-7180 • Fax: (613) 748-5977  
freemanottawaES@freemanco.com



**DISCOUNT PRICE  
DEADLINE DATE  
SEPTEMBER 6, 2016**

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

**FREEMAN electrical**

NAME OF SHOW: OTTAWA FALL HOME SHOW 2016

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

### ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labour order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

#### 110/120 VOLT (Power to be placed at back-centre of exhibit space)

	Quantity (For Show Hours Only)	Quantity (For 24 hrs/day Double Price)	Discount	Standard	
	Show	24 Hr.	Price	Price	TOTAL
750 Watts duplex outlet (40-7-7/8)	_____	_____	\$104.50	\$146.30	= \$ _____
1500 Watts duplex outlet (40-7-15/16)	_____	_____	\$132.00	\$184.80	= \$ _____
15 A dedicated quad outlet (40-7-17)	_____	_____	\$144.50	\$202.30	= \$ _____
20 A dedicated quad outlet (40-7-20/21)	_____	_____	\$184.75	\$258.65	= \$ _____

#### 208 VOLT SINGLE PHASE (Labour Required for Connection)

20 Amps (40-9-20/21)	_____	_____	\$380.25	\$532.35	= \$ _____
30 Amps (40-9-30/31)	_____	_____	\$508.50	\$711.90	= \$ _____
60 Amps (40-9-60/61)	_____	_____	\$690.75	\$967.05	= \$ _____
100 Amps (40-9-100/101)	_____	_____	\$977.50	\$1368.50	= \$ _____

Please specify the NEMA code on your plug: \_\_\_\_\_

#### 208 VOLT THREE PHASE (Labour Required for Connection)

20 Amps (40-10-20/21)	_____	_____	\$404.00	\$565.60	= \$ _____
30 Amps (40-10-30/31)	_____	_____	\$536.25	\$750.75	= \$ _____
60 Amps (40-10-60/61)	_____	_____	\$755.75	\$1058.05	= \$ _____
100 Amps (40-10-100/101)	_____	_____	\$1094.75	\$1532.65	= \$ _____

Transformer to Boost 208V to Approx. 230V - \$3.75 per Amp (20 Amp Min.)

Qty of Amps \_\_\_\_\_ X Price \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Please specify the NEMA code on your plug: \_\_\_\_\_

#### LIGHTING (Price includes power supply to unit)

Arm Light *hardwall exhibits only* (40-19-101)	_____	_____	\$32.00	\$44.80	= \$ _____
Quartz Light Stand (40-19-103)	_____	_____	\$70.50	\$98.70	= \$ _____
4' Track Light *hardwall exhibits only* (40-19-4)	_____	_____	\$111.00	\$155.40	= \$ _____
Power Strip (40-30-5)	_____	_____	\$21.50	\$30.10	= \$ _____
Extension Cord (40-30-15)	_____	_____	\$21.50	\$30.10	= \$ _____

#### SPECIAL REQUIREMENTS

Please contact us at (613) 748-7180 or freemanottawaES@freemanco.com if you require additional information and/or electrical services not listed on this form.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### ADDITIONAL INFORMATION FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

**DEADLINE DATE OF:  
SEPTEMBER 6, 2016**

#### MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

#### ISLAND BOOTHS

For island booths with no labour ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

#### INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

#### 24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

#### SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

#### CANCELLATION

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labour charges related to the installation.

#### OVERHEAD POWER

If you require your power from overhead, additional materials and labour may be incurred. Please contact freemanottawaES@freemanco.com.

#### TOTAL COST

Subtotal | \$ \_\_\_\_\_

13% HST Tax | \$ \_\_\_\_\_  
HST# R101889426

GRAND TOTAL | \$ \_\_\_\_\_

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

## ELECTRICAL INSTRUCTIONS

### HOW TO DETERMINE ELECTRICAL REQUIREMENTS

#### For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

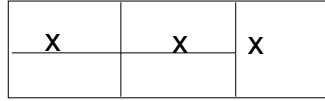
#### For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

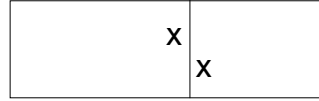
### LOCATION OF POWER IN YOUR BOOTH

#### In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

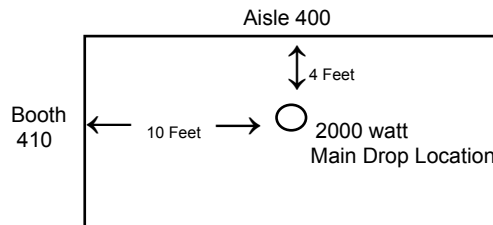


BACK TO BACK PENINSULA

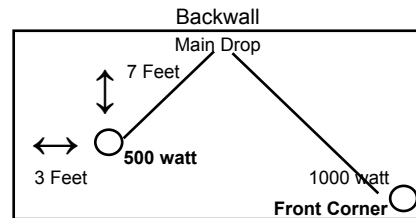
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labour Order Form with your power order, along with a floor plan as described below.

#### Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at [freemanco.com](http://freemanco.com) to print as a base layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets  
Labour Required

#### OTHER:

1. Labour is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labour form for complete details. Please complete the labour order form.
2. Dismantle labour will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labour and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

# FREEMAN

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**INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER**

## OTTAWA FALL HOME SHOW 2016

NAME OF SHOW: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

### LABOUR RATES & SCHEDULE:

- Straight Time - 8:00 am - 4:00 pm Monday through Friday
- Overtime - 6:00 am - 8:00am and 4:00pm - 12:00 midnight Monday through Friday  
 6:00 am - 12:00 midnight Saturday and Sunday
- Double Time - 12:00 midnight to 6:00 am and recognized Holidays

Description	Advance Price/Hr	Show Site Price/Hr
Electrician - ST .....	\$83.00	\$ 116.25
Electrician - OT .....	\$ 124.50	\$ 174.50
Electrician - DT .....	\$ 166.00	\$ 232.50

**Dismantle labour will be charged at 50% of the total install time rounded to the next half hour.**

- Show site price applies to all labour orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labour is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floor plan please see the following page.

### FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

**OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date \_\_\_\_\_ Time \_\_\_\_\_

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

**EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date \_\_\_\_\_ Time \_\_\_\_\_ # of Electricians \_\_\_\_\_

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- Distribution of electrical overhead (more than one drop location in your booth).
- Distribution of electrical through booth structure.
- Connection or hard wiring of all exhibitor equipment.
- Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- Wiring of overhead signs.
- Installation of electrical headers and/or light boxes.
- Other \_\_\_\_\_

Labour Request

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ # Electrician \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ # Electrician \_\_\_\_\_

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FREEMAN electrical labour



### ELECTRICAL INSTRUCTIONS

- 1 Labour rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 2 A minimum charge of one hour is applicable to all labour requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
- 3 Labour must be picked up at the Freeman service desk. Charges for labour commence at time of dispatch to service the labour call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 4 Labour charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 5 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

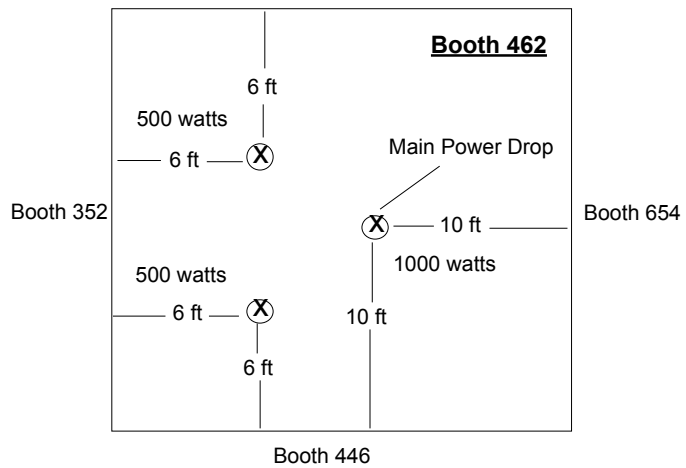
### CANCELLATION POLICY

**A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labour charges related to the installation.**

### EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



# FREEMAN

940 Belfast Road  
Ottawa, Ontario, Canada K1G 4A2  
(613) 748-7180 • Fax: (613) 748-5977  
freemanottawaES@freemanco.com



**INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: OTTAWA FALL HOME SHOW 2016

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## HANGING SIGN LABOUR AND EQUIPMENT

### INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container **MUST** arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labour Order Form for labour to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

### SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner \_\_\_ Metal or Wood \_\_\_ Other \_\_\_

Shape: Square \_\_\_ Triangle \_\_\_ Rectangle \_\_\_ Other \_\_\_

Size: Height \_\_\_ Length \_\_\_ Width \_\_\_

Weight of Sign: \_\_\_\_\_

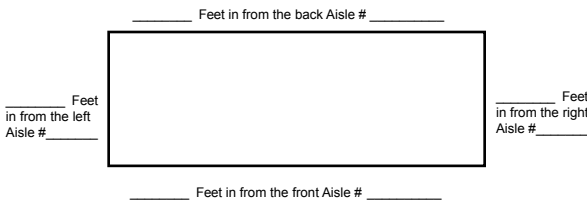
Does Your Sign Require Electricity \_\_\_ Assembly \_\_\_

Is Your Sign Designed to Rotate? \_\_\_ Yes \_\_\_ No

(Initial in the applicable box above)

### PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: \_\_\_\_\_

JULY 2015 (429499)

### EQUIPMENT AND LABOUR RATES TO HANG SIGNS

<b>Straight Time</b>	8:00am - 4:00pm Monday through Friday
<b>Overtime</b>	6:00am - 8:00am and 4:00pm - 12:00 midnight Monday through Friday
	6:00am - 12 midnight Saturday & Sunday
<b>Double Time</b>	12 midnight *- 6:00am and recognized holidays
<b>Crew Size</b>	<b>MINIMUM of two people</b>
<b>Materials</b>	Cable, clamps, etc. additional and charged accordingly

### Equipment With Crew

- Show site prices will apply to all hanging sign orders placed at show site.
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

LABOUR RATES	Advanced Price/Hr	Show Site Price/Hr
Straight Time	\$ 83.00	\$116.25
Overtime	\$124.50	\$174.50
Double Time	\$166.00	\$232.50

### LIFT EQUIPMENT RATES

Scissor Lift	\$110.00	\$154.00
Boom Lift	\$160.00	\$224.00

### INSTALLATION Estimate

	QTY	Appx. Hrs.	Rate	Est. Cost
Assembly Labour:	___ x	___ hrs	@ ___ =	\$ ___
Install Labour:	___ x	___ hrs	@ ___ =	\$ ___
Lift Equipment:	___ x	___ hrs	@ ___ =	\$ ___

**ESTIMATED INSTALLATION COST: \$** \_\_\_\_\_

### DISMANTLE Estimate

	QTY	Appx. Hrs.	Rate	Est. Cost
Disassembly Labour:	___ x	___ hrs	@ ___ =	\$ ___
Removal Labour:	___ x	___ hrs	@ ___ =	\$ ___
Lift Equipment:	___ x	___ hrs	@ ___ =	\$ ___

**ESTIMATED DISMANTLE COST: \$** \_\_\_\_\_

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/ disassembly:

- \_\_\_ Freeman
- \_\_\_ Exhibitor Personnel
- \_\_\_ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

### TOTAL COST

<b>SUBTOTAL</b>	\$ _____
<b>13% HST Tax</b>	\$ _____
HST# R101889426	
<b>GRAND TOTAL</b>	\$ _____

FREEMAN hanging sign labour

# FREEMAN

940 Belfast Road  
Ottawa, Ontario, Canada K1G 4A2  
(613) 748-7180 • Fax: (613) 748-5977  
freemanottawaES@freemanco.com



**PLEASE INCLUDE THIS FORM  
WITH YOUR HANGING SIGN  
ORDER FORM**

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## **STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES**

---

\_\_\_\_\_, the contracted exhibitor at the **OTTAWA FALL HOME SHOW 2016** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, EY CENTRE, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

---

Please complete and return form to:

**FREEMAN**  
**940 Belfast Road**  
**Ottawa, ON K1G 4A2**  
**Fax: (613) 748-5977**

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## GUIDELINES FOR BANNER HANGING

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The following guidelines are in effect at the facility, in order to ensure that all banner hanging in the facility is conducted safely and with due care for the building infrastructure.

**FREEMAN is the Exclusive Supplier of Rigging Services for the facility. As such all rigging in the building will be managed by FREEMAN, according to the following procedures. All related costs are available on our Rigging Services Price List.**

All banners must adhere to the requirements below. Delays, additional equipment, and labour charges may be incurred by not having the appropriate materials to hang your banner effectively and safely. All Exhibitor sign hanging may be ordered using Freeman Electrical's Sign & Banner Hanging Order form.

1. Banners in excess of 6 feet linear should come with a rigid support for best results when hanging. For banners in excess of 20 feet linear, truss may be necessary to allow the banner to hang safely and correctly. Freeman Electrical Services will notify the owner/hanging party whether truss is required and whether any additional charges may apply.
2. All banners must include grommets and pole pockets.
3. All non-exhibitor banner hanging orders should be placed through Freeman Electrical Services directly at least two weeks prior to the event move-in date. An order will be considered placed and pricing confirmed when Freeman Electrical Services issues a Rigging Order Acceptance Sheet. A diagram showing banner dimensions and placement will need to accompany all orders.
4. Banner hanging placement must be approved by the facility. Please contact your Event Manager directly.
5. facility exterior banners (if permitted) must meet the following guidelines:
  1. Approximately two thirds of the area of an exterior banner should consist of mesh.
  2. Where a banner is made exclusively of vinyl, wind pockets must be built into the banners in order to allow wind to flow through easily.
  3. All edges of banners should have flat-felled seams, i.e., the edges should be folded over, glued, and doubled-stitched.
  4. Mesh banners must be reinforced with webbing in the in the folds before the grommets are affixed.
  5. All corners must be reinforced with webbing before the grommets are affixed as the corners handle most of the stress.
  6. Banners must be made of lightweight, water-resistant, material
  7. In the event of a severe weather notice, banners may have to be removed, or install delayed
  8. All banners must be made to the following specifications in order to be hung:
    - i. Width: 4 ft. – 11 in. (59 inches max)
    - ii. Height/Length: 28 ft. – 6 in.
    - iii. Top/Bottom Pipe Pocket (1 ¼" pipe rod): 5-6 inches depth
    - iv. Each of the (10) mount position includes: (2) single sided Banners & (1) Double sided Banner

### CAN WE HELP YOU?

Please don't hesitate to contact us at 613-748-7180 or at [freemanottawaES@freemanco.com](mailto:freemanottawaES@freemanco.com) for any additional information, assistance or product and services information we can provide you in establishing and confirming your event's rigging/electrical/mechanical services.

We value your business and look forward to your call!

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## RIGGING & OVERHEAD SAFETY POLICY

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The following policies and procedures are in effect at the facility, in order to ensure that all rigging in the facility is conducted safely and with due care for the building infrastructure.

**FREEMAN is the Exclusive Supplier of Rigging Services for the facility. As such all rigging in the building will be managed by FREEMAN, according to the following procedures. All related costs are available on our Rigging Services Price List.**

1. **FREEMAN** can provide, upon request, AutoCAD and PDF scale drawings of all riggable ceilings in the facility. These drawings will show the location and rating of all rigging points, and other relevant ceiling details. These drawings are provided electronically at no charge.

2. Hanging will be permitted only from approved, rated rigging points. Charges for use of rigging points are shown on our Rigging Services Price List.

3. For any event for which rigging is required, a rigging plan must be submitted to **FREEMAN** for approval. This plan must be in an approved printed or electronic format, must be to scale, must show all equipment being hung, and must show the weight load for each rigging point being used. It must show all required rigging points, including cable picks. Charges for plan approval are shown on our Rigging Services Price List.

This plan must be submitted for approval no later than 14 days in advance of the load-in day of the event. In the event that the customer cannot provide a rigging plan, **FREEMAN** is able to produce one. In such cases, there is a consultation process required, so 21 days notice is requested. Charges for plan production are shown on our Rigging Services Price List.

4. **FREEMAN** must perform all work required to attach and de-attach equipment to the rigging points, installed rigging equipment and all equipment flown. No other supplier may do so. Upon approval of the rigging plan and receipt of a production schedule, **FREEMAN** will provide a cost estimate for the labour required to do so. This labour will be charged on an hourly basis, with a 4-hour minimum charge. **FREEMAN** reserves the right to establish the number of riggers required for your event. The number of riggers (minimum 2) and hours will be based on the work to be done. Hourly rates for Rigging Labour are shown on our Rigging Services Price List.

5. All rigging and lift equipment (including but not limited to scissor, boom, chain hoists, chain falls, hangers etc..) must be ordered through, provided and operated by **FREEMAN**. All rigging and lift operation labour must be ordered through and provided by **FREEMAN**.

6. **FREEMAN** reserves the right to disqualify from use any equipment, which in their opinion, does not meet appropriate safety standards. In this event, **FREEMAN** may be able to provide alternate equipment, and will do so upon request, as quickly as possible.

7. All equipment attached to truss, pipe, beam, lighting fixture, or hung in any other manner must be secured by means of a steel safety cable.

8. All suppliers hanging equipment from the ceiling must provide the facility with a Certificate of Liability Insurance showing proof of coverage in the amount of \$2,000,000 per occurrence, and specifically holding harmless the facility and FREEMAN. This must be provided no later than 14 days in advance of the load-in day of the event.

9. **FREEMAN can provide a full range of rigging components including truss and will provide a cost estimate upon request. Prices for rigging equipment are shown on our Rigging Services Price List.**

### CAN WE HELP YOU?

Please don't hesitate to contact us at 613-748-7180 or at [freemanottawaES@freemanco.com](mailto:freemanottawaES@freemanco.com) for any additional information, assistance or product and services information we can provide you in establishing and confirming your event's rigging/electrical/mechanical services.

We value your business and look forward to your call!

# FREEMAN

940 Belfast Road  
 Ottawa, Ontario, Canada K1G 4A2  
 Ph: (613) 748-7180 • Fax: (613) 748-5977  
[freemanottawaES@freemanco.com](mailto:freemanottawaES@freemanco.com)



**DISCOUNT PRICE  
 DEADLINE DATE  
 SEPTEMBER 6, 2016**

**INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: OTTAWA FALL HOME SHOW 2016

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## Compressed Air

QTY	Discount Price	Standard Price	TOTAL
___ 0 to 4 cu.ft. per min. (40-1-1)	\$313.25	\$ 438.55	=\$ _____
___ 5 to 10 cu.ft. per min. (40-1-10)	\$461.50	\$ 646.10	=\$ _____
___ 11 to 20 cu.ft. per min. (40-1-11)	\$676.50	\$ 947.10	=\$ _____
___ 21 to 38 cu.ft. per min. (40-1-12)	\$795.25	\$1,113.35	=\$ _____
___ 24hrs Continuous Service (40-1-20)	\$ 82.75	\$ 115.85	=\$ _____

## Natural Gas

___ Initial 1/2" connection to booth (40-1-200)	\$384.50	\$538.30	=\$ _____
___ Additional connection to booth (40-1-200)	<b>BY QUOTATION</b>		=\$ _____
___ 24hrs Continuous Service (40-1-106)	\$ 82.75	\$ 115.85	=\$ _____

**Your Natural Gas order must be accompanied by the TSSA approval and submitted no later than 10 days prior to the exhibitor move in for processing.**

## Water

___ Fill and Drain container up to 1000 gallons (40-3-14)	\$277.25	\$388.15	=\$ _____
___ Fill and Drain container up to 5000 gallons (40-3-15)	\$415.00	\$581.00	=\$ _____
___ Fill and Drain container exceeding 5000 gallons (40-3-16)	\$519.00	\$726.60	=\$ _____
___ 1/2" Valved cold water connection to booth (40-2-1)	\$347.50	\$486.50	=\$ _____
___ Drain connector to booth (gravity) minimum (40-3-17)	\$247.25	\$346.15	=\$ _____
___ Drain connector to booth (pumped) minimum (40-3-18)	\$365.00	\$511.00	=\$ _____
___ Additional air, water, or drain outlets (40-2-2)	\$147.50	\$206.50	=\$ _____
___ Hot Water Tank - [6] imperial gallons (40-2-12)	<b>BY QUOTATION</b>		=\$ _____
___ Hot Water Tank - [40] imperial gallons (40-2-13)	<b>BY QUOTATION</b>		=\$ _____
___ 24hrs Continuous Service (40-3-20)	\$160.00	\$224.00	=\$ _____

## SPECIAL REQUIREMENTS

Please don't hesitate to contact us at **613-748-7180** or [freemanottawaES@freemanco.com](mailto:freemanottawaES@freemanco.com) if you require any additional / special services and/or information.

### SPECIAL REQUIREMENT:

\_\_\_\_\_ =\$

\_\_\_\_\_ =\$

\_\_\_\_\_ =\$

## Additional Information

To honor the Discount Price your order must be remitted **with payment** by the above noted deadline date.

Only an authorized FREEMAN qualified representative is permitted to make a connection to any of the facility's mechanical services sources or termination points.

No mechanical equipment shall be restarted after failure until a FREEMAN qualified representative has found and corrected the malfunction. Service Charges may apply.

**CANCELLATION:** Cancellation must be made by telephone and accompanied by fax and/or email notification. A 50% refund will be applied on standard listed items on this form if cancelled less than [2] days prior to installation. No refund is applicable to installed services, cancelled on-site, and/or special order items (ie. 208 volt, 220 volt, transformers, generators, compressed air, natural gas, water fill & drain, hot water tanks, etc...).

Service rates quoted include installation to the back centre wall of booth area, services while in use, and removal. If required elsewhere in the booth, a scaled floor plan must be included with orders indicating desired location. Additional labour and material charges may apply.

All services are turned prior to show opening and turned off after show closes on show days. If you require 24hr service operation, please indicate.

Natural Gas is available in limited quantity and in specific limited locations. Use of Propane as an alternate fuel may be per permitted subject to facility, TSSA, and Fire Department rules and regulations. For more information, please contact the facility prior to placing your Natural Gas order.

All orders for Natural Gas must comply with current provincial regulations/codes/standards and the manufacturer's certified instructions. Any variation must be accompanied by a certificate/letter from the TSSA (Technical Standards and Safety Authority) approving the variance. Gas Service will not be supplied for any variance unless the above documentation has been provided and TSSA inspection has been completed. The TSSA may be contacted at 1-877-682-8772.

All electrical equipment shall have a nameplate attached thereto showing the operating voltage, phase, hertz, horsepower, kilowatts, full load, and AC or DC current.

**Disputes/Claims:** All disputes and claims must be settled prior to the official exhibit closing.

## TOTAL COST

<b>SUBTOTAL</b>	\$ _____
<b>13% HST Tax</b> HST# R101889426	\$ _____
<b>GRAND TOTAL</b>	\$ _____

**Please include complete Method Of Payment and/or Third Party Authorization with this form for processing.**

FREEMAN mechanical services

**F R E E M A N**

**HANGING SIGN**

OTTAWA FALL  
HOME  
SHOW

**DO NOT DELAY**

**MUST BE DELIVERED BY SEPTEMBER 12, 2016**

**FROM:**

Company Name \_\_\_\_\_

Piece Count \_\_\_\_\_

**TO: Freeman Electrical**

**940 BELFAST ROAD**

**C/O OTTAWA FALL HOME SHOW 2016**

**OTTAWA, ONTARIO, CANADA**

**K1G 4A2**

**F R E E M A N**

**HANGING SIGN**

OTTAWA FALL  
HOME  
SHOW

**DO NOT DELAY**

**MUST BE DELIVERED BY SEPTEMBER 12, 2016**

**FROM:**

Company Name \_\_\_\_\_

Piece Count \_\_\_\_\_

**TO: Freeman Electrical**

**940 BELFAST ROAD**

**C/O OTTAWA FALL HOME SHOW 2016**

**OTTAWA, ONTARIO, CANADA**

**K1G 4A2**



## BOOTH CLEANING

Booth Number \_\_\_\_\_

Show Name and Date \_\_\_\_\_

Company Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

On-Site Contact Name \_\_\_\_\_

E-mail Address \_\_\_\_\_

Contact Cell Number \_\_\_\_\_

Address \_\_\_\_\_

### COST

CLEANING	Booth Size (sq. ft.)	Charge per Booth in CDN Funds	Total	Number of Days <small>(please specify in Notes, which days)</small>
<b>Daily Exhibit Cleaning</b>	Less than 401	\$0.20 per sq. ft.		
	401 - 1000	\$0.18 per sq. ft.		
	1,001 – 1,500	\$0.16 per sq. ft.		
	1,501 +	\$0.14 per sq. ft.		
<b>HST # 84802 3404 RT0001</b>		<b>Total multiplied by Number of Days</b>		
		13% HST		
		<b>TOTAL Booth Cleaning</b>		

Notes & Special Requirements \_\_\_\_\_

### METHOD OF PAYMENT

(Must be made at time of ordering)

Cheque  made payable to EY Centre    Credit Card (please check)     Visa     Mastercard     Amex

Cardholder's Name (please print) \_\_\_\_\_

Card Number \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Expiry Date \_\_\_\_\_ Security Code \_\_\_\_\_

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

*Save and e-mail the completed form to [cleaning@eycentre.ca](mailto:cleaning@eycentre.ca) or print and fax the completed form to the EY Centre at 613-688-4824.*





**D.E. SYSTEMS**  
SIMPLIFYING THE COMPLEX

Email Form to [eycentre@desystems.com](mailto:eycentre@desystems.com)

Fax Form to (613) 723-8756

D.E. SYSTEMS LTD.

C6-2212 GLADWIN CRES. OTTAWA, ON K1B 5N6



4899 Uplands Drive  
Ottawa ON K1V 2N6

## Internet and Telecom Order Form

Show Name \_\_\_\_\_

Service Start Date and Time \_\_\_\_\_

Service End Date and Time \_\_\_\_\_



Wireless Internet Access	Advanced Rate	Connections Req'd	On-Site Rate	Connections Req'd
Wireless Internet Access One Day Rate - 1 User	\$95.00		\$95.00	
Wireless Internet Access Advanced* Full Show Period Rate - 1 User	\$175.00		N.A.	
Wireless Internet Access On-Site Full Show Period Rate - 1 User	N.A.		\$200.00	
Additional User	\$175.00		\$175.00	



Wired High Speed Internet Access	Advanced Rate	Connections Req'd	On-Site Rate	Connections Req'd
Wired Internet w/ 1 User	\$450.00		\$570.00	
Wired Internet w/ Ext.Static IP 1 User	\$700.00		\$840.00	
5 Mbps Wired Internet w/ 1 User	\$750.00		\$900.00	
5 Mbps Wired Ethernet w/ 1 Ext.Static IP 1 User	\$900.00		\$1,080.00	
Wired Payment Terminal Connection only	\$175.00		\$225.00	
Additional Users	\$175.00		\$175.00	

\* Advanced Rates apply to orders placed prior to one week before show start date.

Prices do not include taxes.



Telecom Services	Advanced Rate	Connections Req'd
Digital Phone Service With Handset	\$225.00	
Digital Phone Service With Wireless Handset	\$275.00	
Polycom Conference Unit Device only	\$150.00	

Contact & Delivery Information: Please note all orders will be confirmed by Fax or Email prior to processing

Company Info: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_

Booth # \_\_\_\_\_ Office # \_\_\_\_\_ Cell # \_\_\_\_\_

Email Address: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
mm/yyyy

Visa  MasterCard  Amex  Confirmation Email or Fax: \_\_\_\_\_



On-Site service included for duration of the exhibition



D.E. Systems is an Authorized Aruba Networks Partner, supplying you with High Speed Internet Infrastructure.



**D.E. SYSTEMS**  
SIMPLIFYING THE COMPLEX

Email Form to [eycentre@desystems.com](mailto:eycentre@desystems.com)

Fax Form to (613) 723-8756

D.E. SYSTEMS LTD.

C6-2212 GLADWIN CRES. OTTAWA, ON K1B 5N6



4899 Uplands Drive  
Ottawa ON K1V 2N6

## Equipment Rental Order Form

Show \_\_\_\_\_

Service Start Date and Time \_\_\_\_\_

Service End Date and Time \_\_\_\_\_



Desktop / Includes Windows 7 or 8 & MS Office 2013 Pro w/ 22" LCD Monitor	Quantity
Desktop Core i5 Processor, 8 GB RAM, 500 GB HDD, DVD-RW	\$200.00 <input type="text"/>
<b>Notebook / Includes Windows 7 or 8 &amp; MS Office 2013 Pro</b>	
Intel Core i5, 15" TFT, 8 GB RAM, 500 GB HDD, DVD-RW	\$250.00 <input type="text"/>
<b>Apple/Mac</b>	
Macbook Pro, Core i7, 15" TFT, 4 GB RAM, 500 GB HDD, DVD-RW	\$300.00 <input type="text"/>
iMAC Core i5, 22" TFT, 4 GB RAM, 160 GB HDD, DVD-RW	\$300.00 <input type="text"/>
iPAD 16GB WI-FI (3G and data plan extra)	\$200.00 <input type="text"/>
<b>Printers</b>	
HP LaserJet P2035n Monochrome Laser, 30 PPM, Network Ready	\$220.00 <input type="text"/>
HP LaserJet CP3525n Colour Laser, 30 PPM, Network Ready	\$400.00 <input type="text"/>
HP LaserJet M1536nf Monochrome Multifunction, Network Ready	\$230.00 <input type="text"/>
<b>Monitor</b>	
24" Wide Screen HD LED Display	\$90.00 <input type="text"/>
32" Wide Screen HD LED Display	\$250.00 <input type="text"/>
50" Wide Screen HD LED Display	\$500.00 <input type="text"/>
<b>Specialty Systems</b>	
Aluminium Standup Kiosk w/ Core 2 Duo, WiFi, 17" TouchScreen	\$975.00 <input type="text"/>
iPAD Kiosk Display Stand with iPAD	\$440.00 <input type="text"/>
Regular Equipment Delivery and Pickup	\$60.00 <input type="text"/>

For a full range of available items please contact us.

Prices do not include taxes.

Contact & Delivery Information: Please note all orders will be confirmed by Fax or Email prior to processing

Company Info:

Onsite Contact:

Booth #  Office #  Cell #

Email Address:  Delivery Date:

Cardholder Name:

Card Number:  Expiry Date:   
mm/yyyy

Visa  MasterCard  Amex  Confirmation Email or Fax:



On-Site service included for duration of the exhibition



D.E. Systems is an Authorized Microsoft Rental Partner supplying you with Licensed Microsoft products.



### EXHIBITOR ORDER FORM

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ Email: \_\_\_\_\_

Event Name: \_\_\_\_\_ Dates: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Payment: Cash  Cheque  Credit Card

#### **Catering Payment Policy**

All food and beverage requires full payment one week prior to the start of your event. Credit Cards will be required to cover any on site incidentals. (If you are paying by credit card, fill out the attached credit card authorization form.)

#### **Catering Rules and Regulations**

The EY Centre has exclusive food and beverage distribution rights within the EY Centre. Exposition sponsoring organizations and/or exhibitors may distribute sample food and/or beverage upon written request, pending authorization. A Sample Food and/or Beverage Authorization Request can be requested via your Event Coordinator or our Food & Beverage Manager.

#### **Ordering Deadline**

All catering orders should be received no later than seven (7) days prior to the start of the show. All food and beverage orders placed on site will be from a reduced menu.

#### **Requested Times**

- Morning Delivery (7am - 8am)
- Lunch Time Delivery (11am - 11:30am)
- Afternoon Deliver (1pm - 2pm)
- Evening Delivery (5pm - 6pm)



CENTRE **EY** CENTRE  
BAR LISTING

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**Cash or Host Bars**

In the event the net alcohol consumption exceeds \$400 per bartender per 4 hour shift, the bartender(s) labour charge is waived. Otherwise, per Bartender, a minimum of \$160.00 for a 4-hour shift is invoiced, after that a \$30 per hour additional charge.

Service charge & taxes are additional.

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**Spirits \$7**

Pinnacle Vodka | Bacardi Rum | Damrak Gin | Canadian Club Rye

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**Beer**

**Domestic Beer \$6**

Molson Canadian | Coors Light | Alexander Keith's

**Import Beer \$7**

Heineken | Clocktower | Beau's | Kichesippi

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**Wine**

**White Wines**

**Jackson Triggs Black Reserve Chardonnay, Niagara VQA, 2010 (750ml)** \$30/Bottle

Luminous gold in colour, this wine is beautifully structured and displays alluring aromas of butterscotch, cashew, ripe tropical sweet fruit, vanilla and toasted oak. Accentuated by a rich and creamy butter finish, the vibrant flavours of citrus, apple and pear perfectly integrate with clean refreshing acidity.

**Inniskillin Niagara Series Riesling, Niagara VQA (750ml)** \$32/Bottle

Quite a charming wine. Pale straw coloured, it offers expressive floral notes, peach, pear, and citrus zest. Just slightly off dry, it is well balanced with acidity and a crisp, lively finish.

**Woodbridge by Robert Mondavi, Lightly Oaked Chardonnay, California (750ml)** \$36/Bottle

This light Chardonnay offers a fresh mélange of fruit, floral, and mineral nuances, with a touch of oak aging to enhance the silky texture

**Kim Crawford Marlborough Sauvignon Blanc, New Zealand (750ml)** \$42/Bottle

A well balanced wine with intense aromas of gooseberry, passion fruit and citrus flavours.

**Red Wines**

**Jackson Triggs Black Reserve Cab Franc Cabernet Sauvignon, Niagara VQA (750ml)** \$30/Bottle

A light Cabernet Sauvignon profile, this wine is aromatic, exhibiting a core of ripe plum, blackcurrant and bell pepper. Dark fruit flavours supported by leather tannins and hint of spiced vanilla lead to a rich, extended finish.

**Inniskillin Estate Select Pinot Noir VQA Niagara Peninsula (750ml)** \$33/Bottle

Piquant spice, beet root and savory aromas provide segue for a balanced and beautiful river of tangy red cherry and racy, spice-laden pomegranate interwoven with ripe, juicy black plum

**Marcus James Malbec, Argentina (750ml)** \$34/Bottle

A light Malbec style of wine. Medium deep ruby red; aromas and flavours of plum, ripe black berry, currant, violet, cherry and herb; dry, light bodied, with soft tannins; medium long finish, warm spicy notes; easy drinking style.

**Woodbridge by Robert Mondavi, Cabernet Sauvignon (750ml)** \$36/Bottle

Deep garnet red; wild red berry & cassis aroma; fresh fruit flavour, balanced wine, soft tannins, good quality, easy drinking.



CENTRE **EY** CENTRE  
**ALCOHOL ORDER FORM**  
 Based on availability

**Beer**

	<b>Domestic Beer</b>		<b>Totals</b>
<input type="checkbox"/> ___ Bottle of Molson Canadian		\$6.00	= _____
<input type="checkbox"/> ___ Bottle of Alexander Keith's		\$6.00	= _____
<input type="checkbox"/> ___ Bottle of Coors Light		\$6.00	= _____
	<b>Import Beer</b>		
<input type="checkbox"/> ___ Bottle of Heinken		\$7.00	= _____
<input type="checkbox"/> ___ Bottle of Clocktower Craft Brew		\$7.00	= _____
<input type="checkbox"/> ___ Bottle of Beau's		\$7.00	= _____
<input type="checkbox"/> ___ Bottle of Kichesippi		\$7.00	= _____

**Wines**

	<b>White Wines</b>		
<input type="checkbox"/> ___ Bottle of Jackson Triggs Black Reserve Chardonnay		\$30.00	= _____
<input type="checkbox"/> ___ Bottle of Inniskillin Niagara Riesling		\$32.00	= _____
<input type="checkbox"/> ___ Bottle of Woodbridge by Robert Mondavi Chardonnay		\$36.00	= _____
<input type="checkbox"/> ___ Bottle of Kim Crawford Sauvignon Blanc		\$42.00	= _____
	<b>Red Wines</b>		
<input type="checkbox"/> ___ Bottle of Jackson Triggs Black Reserve Carbonet Sauvignon		\$30.00	= _____
<input type="checkbox"/> ___ Bottle of Inniskillin Estate Select Pinot Noir VQA		\$33.00	= _____
<input type="checkbox"/> ___ Bottle of Marcus James Malbec, Argentina		\$34.00	= _____
<input type="checkbox"/> ___ Bottle of Woodbridge by Robert Mondavi, Cabernet Sauvignon		\$36.00	= _____

**Grand Total:** \_\_\_\_\_

Prices do not include tax or service charge.



**FOOD & BEVERAGE ORDER FORM**

**Beverages**

		Totals
<input type="checkbox"/> ___	Coffee or Tea - Small Thermos (64oz   8 Cups)	\$22.00 = _____
<input type="checkbox"/> ___	Coffee or Tea - Large Thermos (160oz   20 Cups)	\$55.00 = _____
<input type="checkbox"/> ___	Coffee Pod Machine Rental (includes 12 pods)	\$120.00 = _____
<input type="checkbox"/> ___	Additional Pods	\$20.00 dz = _____
<i>All Coffee Service (includes Creamers, Sugar, Stir Sticks &amp; Cups)</i>		
<input type="checkbox"/> ___	Soft Drinks Assorted (355ml - Pepsi Products)	\$2.50 = _____
<input type="checkbox"/> ___	By the case	\$48.00 = _____
<input type="checkbox"/> ___	Bottle Water (591ml - Aquafina)	\$3.00 = _____
<input type="checkbox"/> ___	By the case	\$48.00 = _____
<input type="checkbox"/> ___	Dole Premium Juices (Apple, Orange, Cranberry, Strawberry Kiwi)	\$3.00 = _____
<input type="checkbox"/> ___	By the case	\$48.00 = _____
Ice Delivery	<input type="checkbox"/> ___ 5lbs Bag - \$5.00 <input type="checkbox"/> ___ 25lbs Bag - \$25.00	= _____

**Bakery Items**

Assorted Muffins	<input type="checkbox"/> ___ Each - \$1.95	<input type="checkbox"/> ___ Dozen - \$25.00	= _____
Assorted Cookies	<input type="checkbox"/> ___ Each - \$1.35	<input type="checkbox"/> ___ Dozen - \$16.00	= _____
Assorted Pastries	<input type="checkbox"/> ___ Each - \$2.25	<input type="checkbox"/> ___ Dozen - \$27.00	= _____

**Snack Items**

Individual Chips	<input type="checkbox"/> ___ Each - \$2.00	= _____
Chocolate Bars	<input type="checkbox"/> ___ Each - \$2.00	= _____
Granola Bars	<input type="checkbox"/> ___ Each - \$2.00	= _____
Mixed Nuts	<input type="checkbox"/> ___ Each - \$2.00	= _____

**Box Lunches**

<input type="checkbox"/> ___	Buffalo Chicken Wrap (w/ Lays Plain Chip, Canned Pop)	\$9.00 = _____
<input type="checkbox"/> ___	EY Turkey Fococcia Club (Lays Plain Chip, Canned Pop)	\$10.00 = _____
<input type="checkbox"/> ___	Grilled Chicken Caesar (Lays Plain Chip, Canned Pop)	\$10.00 = _____
<input type="checkbox"/> ___	Personal Pizza (All dressed, Cheese, Veggie or Combo w/ Canned Pop)	\$15.00 = _____

**Hospitality Items**

*All platters come with Disposable Plates, Cutlery and Napkins. Based on 10 person minimum orders*

<input type="checkbox"/> ___	Assorted Sandwiches	\$6.00 pp = _____
<input type="checkbox"/> ___	Assorted Wraps	\$6.00 pp = _____
<input type="checkbox"/> ___	Fruit Platters	\$4.00 pp = _____
<input type="checkbox"/> ___	Chips & Salsa	\$6.00 pp = _____
<input type="checkbox"/> ___	Sushi Platters	\$8.00 pp = _____
Cheese Platters	<input type="checkbox"/> ___ Import Cheese - \$9.00 pp <input type="checkbox"/> ___ Domestic - \$6.00 pp	= _____

**Grand Total:** \_\_\_\_\_

Prices do not include tax or service charge.

**FOOD & BEVERAGE CREDIT CARD AUTHORIZATION FORM**

Name of Event: \_\_\_\_\_

Total Amount =

\_\_\_\_\_  
Food & Beverage Order Form Total

+ \_\_\_\_\_  
Alcohol Order Form Total

+ \_\_\_\_\_  
Administrative Charge (15%)

+ \_\_\_\_\_  
HST (13%)

= \_\_\_\_\_  
Grand Total

I hereby authorize the EY Centre to place any charges I incur at the facility to my credit card account. To ensure the proper processing, please mark an X in the appropriate box below to indicate where your credit card was issued.

Canada

Other (USA and International)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Credit Card number

\_\_\_\_\_  
Expiry Date

\_\_\_\_\_  
Name of the card holder

\_\_\_\_\_  
Signature of credit card holder

**NOTE:**

We require a photocopy of both the front and back of the signed credit card to be returned with this form.

